

318005/31/05  
Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: FIELD MAINTENANCE SCHEDULING COORDINATOR**

**DEFINITION**

Under general supervision, to schedule, coordinate, monitor, and report sewer system maintenance and repair activities using a computerized maintenance management system; to supervise the work of crews in the construction, maintenance, and repair of sanitary sewers; and to do related work as required.

**REPORTS TO:** Wastewater Systems Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Wastewater Systems Manager. Exercises general supervision over maintenance, technical, and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Schedule, coordinate, monitor, and report sewer system maintenance and repair activities using a computerized maintenance management system.
- Develop and implement a cost efficient long-range field maintenance program.
- Maintain data bases for facilities mapping, maintenance history, work orders, logs, management information systems, equipment records, and facilities inventory.
- Submit purchase requisitions for supplies, materials, and equipment needed for crews to perform assigned tasks.
- Maintain computerized and manual records of field maintenance activities; prepare reports of efficiency, cost, time, supplies, materials used, and work accomplished.
- Assist in budget preparation and administration; assist in making cost estimates.
- Supervise and participate in the flushing, rodding, and balling of sewer lines.
- Supervise and participate in the maintenance, repair, and construction of sewer lines and manholes.
- Insure safe work practices are followed; instruct crew in proper work procedures and use of safety equipment; may use self-contained breathing apparatus.
- Respond to emergency sewer calls; investigate and resolve complaints related to sewer maintenance and repair.
- Coordinate and assist in the final inspection of existing or newly constructed sewer lines.
- Prepare and review a variety of reports and records including route records, work orders, safety work sheets, equipment and vehicle usage logs, and other related documents.
- Supervise, train, and evaluate subordinate maintenance personnel.
- Coordinate sewer maintenance activities with other City departments, divisions, sections, and with outside agencies.

## QUALIFICATIONS

### Knowledge of:

- Methods, materials, tools, and equipment used in the maintenance and repair of sewer lines and mains.
- Occupational hazards and standard safety precautions necessary in the work, including working in confined spaces, use of self-contained breathing apparatus, and traffic control.
- Municipal Wastewater collection and treatment systems.
- Use and operation of microcomputers including applicable software programs.
- Computerized field maintenance scheduling, in-house mapping, report generation and interpretation.

### Ability to:

- Schedule, coordinate, monitor, and report sewer system maintenance and repair activities.
- Understand and carry out oral and written instructions.
- Develop manual and computerized maps of the sewer network.
- Modify routine maintenance methods and practices to handle unusual problems.
- Operate a variety of computer software and hardware systems; identify and correct problems; participate in the identification and implementation of system upgrades; work with hardware and software suppliers on maintenance of system.
- Maintain accurate, complete, and detailed records.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to high school graduation. The completion of computer-related course work is highly desirable.

Experience: Five years of experience in sewer system maintenance and repair. Experience with micro-computers and computer software including word processing, spreadsheet, database and computerized maintenance management systems is highly desirable.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a Grade III Collection System Certification, issued by the California Water Pollution Control Association.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Field Maintenance Scheduling Coordinator